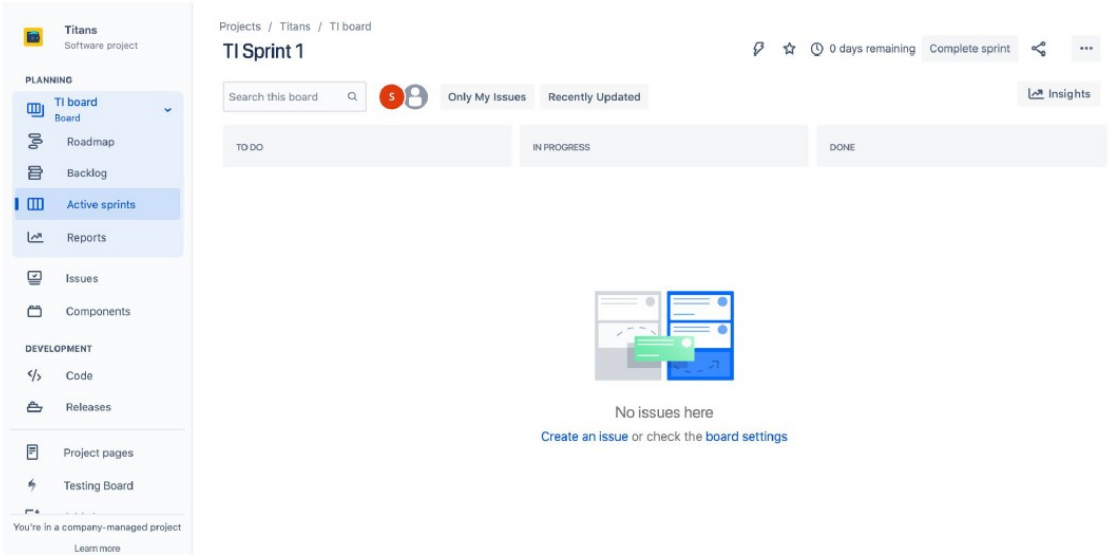
Jira Registration

- You should see this page



Jira is..

- Project Management Tool
- Made by Atlassian
- Fully customizable to your needs

Jira has..

- It’s own marketplace
- Countless add-ons
  - ex: time tracking, etc

Tools that are made by Atlassian

- Jira Software - tools to track tasks
- Jira Service Desk - Help Desk support
- Confluence - for Managing documentation
- Stride - team communication tool (like slack)
- Bitbucket -Manage your code repository

What will you learn?

- Core features of Jira are used by people working within an agile team
  - Such as developers
  - Testers
  - Designers etc.
- Managing an agile team with Jira
  - As Development team, we don't do too much management and our main focus is to complete the work
  - I'll be showing you management from the perspective of Scrum Master or PO
- Jira administration
  - How customization works
  - This will show the inner workings of Jira concepts and features
    - We'll create a new Issue type etc

Jira Terms

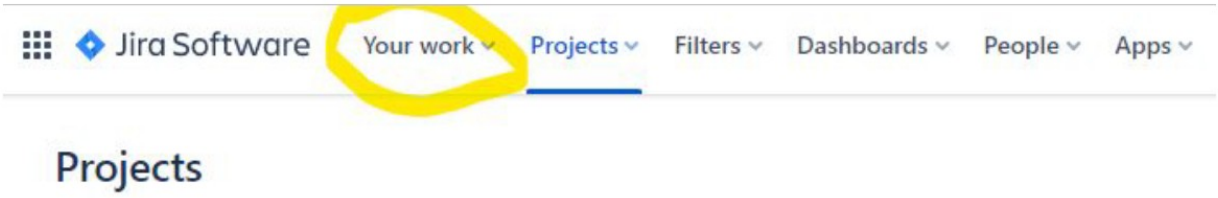
Issues - essence of Jira

- Issue Types: Epics, Features, User Stories, Bugs
- Contains title, description, due dates, priorities, statuses etc
- Those fields are customizable

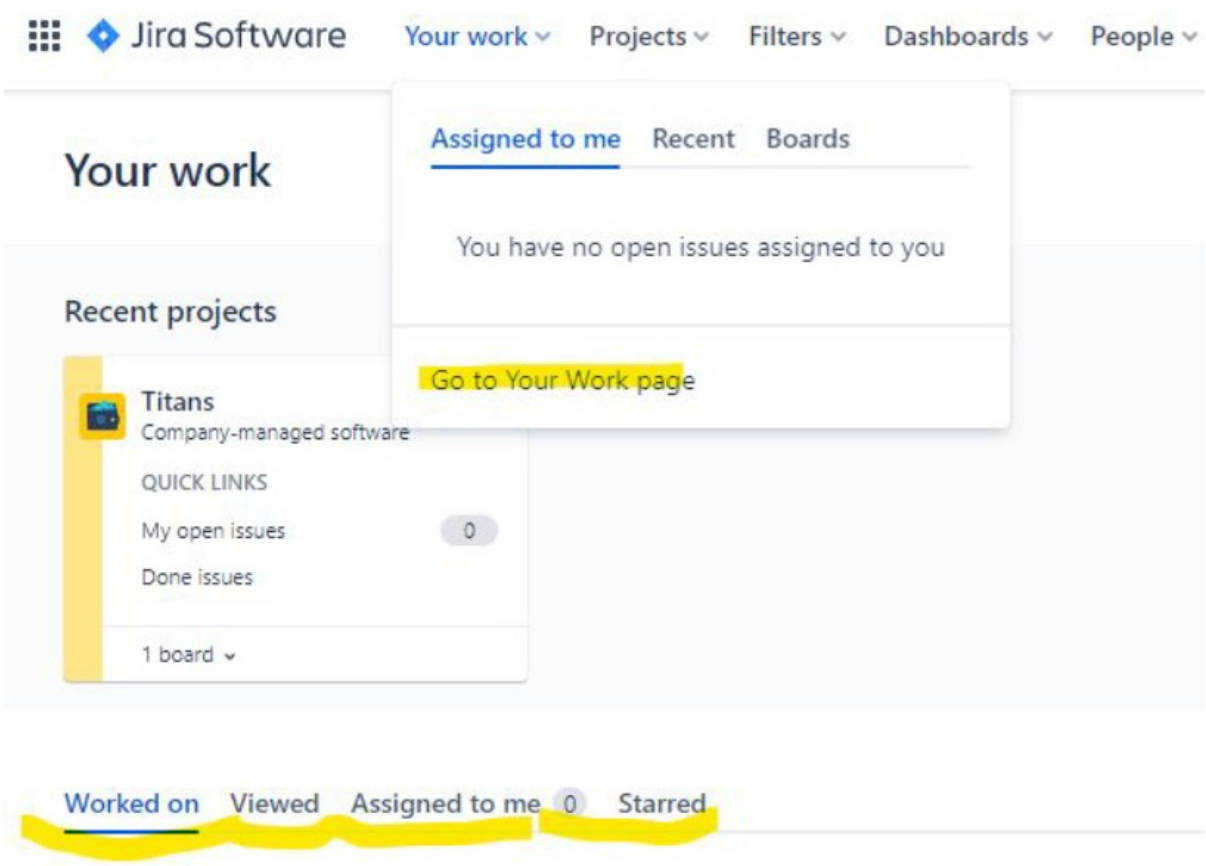
Project - collection of issues

- Ex: Software Development project, Help desk System, general task manager etc
- Pretty much everything can be customized

Your Work



Projects

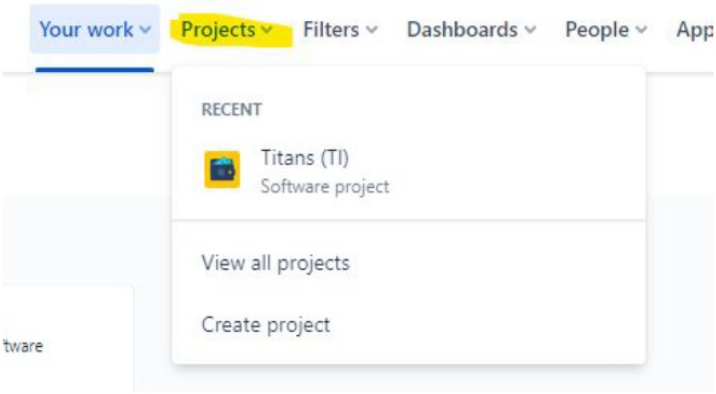


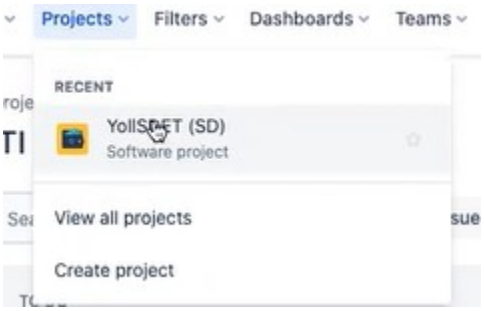
Your Work

- **Worked On**
  - This will show the items you worked on
  - For easy access you can always refer to this tab
- **Viewed**
  - It'll show the timeline of the items you have viewed
  - It'll list it from newer to older order
- **Assigned to me**
  - In this section of the Your Work tab we'll see the assigned tasks to us
  - As a TE we'll see the Defects if its fixed and assigned back to us
  - A sub task (task) that's assigned to us etc
- **Starred**
  - Under this tab we'll see starred items
  - Simply you just need to add star and it'll let us to easily access
  - Very useful feature when you work on items

Projects

- in real work there will be more projects under one big Enterprise company
- Projects will have below items:
  - Name of your project
  - Unique Key - identifies project

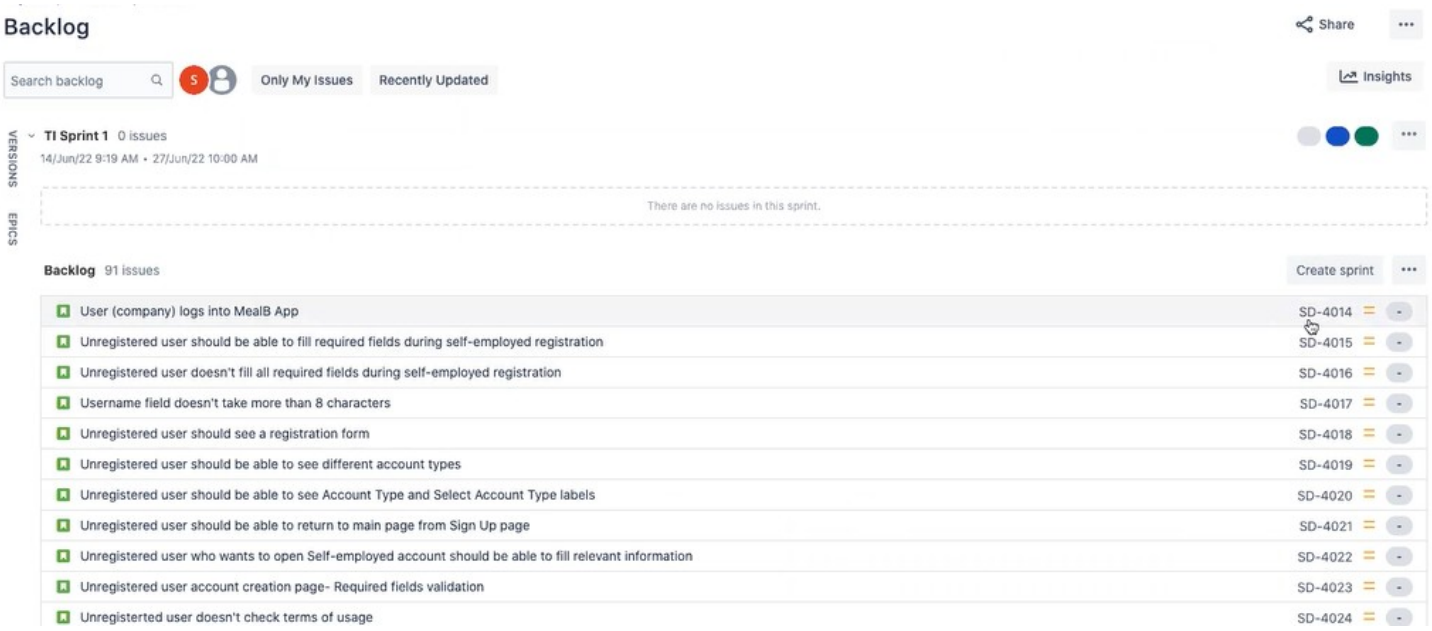


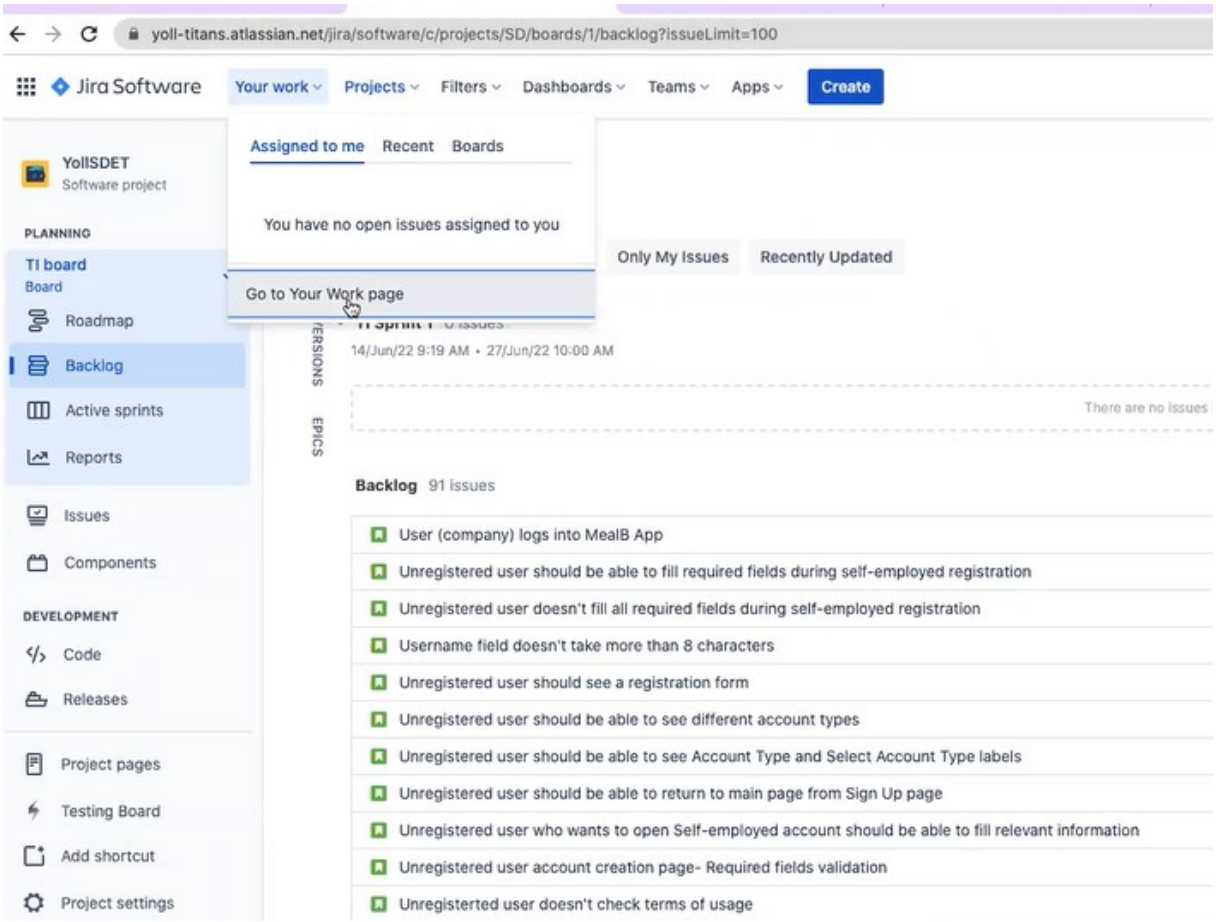


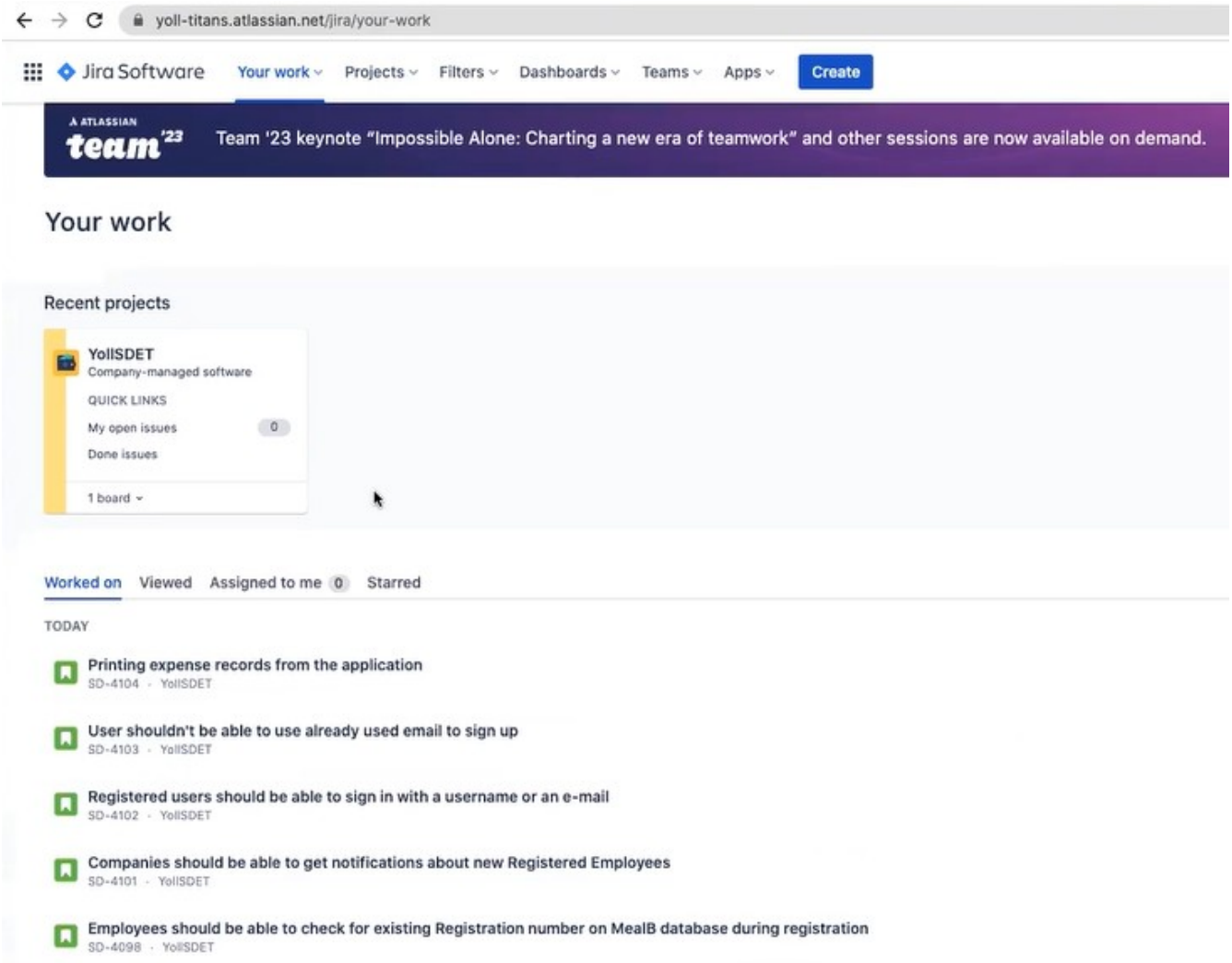
Name of the project: YollSDET

Unique Key: SD

The unique is created for the user stories as well, it indicates that they belongs to the same project:


Backlog
Share
Search backlog
Only My Issues
Recently Updated
Insights
VERSIONS
EPICS
TI Sprint 1 0 issues
14/Jun/22 9:19 AM • 27/Jun/22 10:00 AM
There are no issues in this sprint.
Backlog 91 issues
Create sprint
User (company) logs into MealB App SD-4014
Unregistered user should be able to fill required fields during self-employed registration SD-4015
Unregistered user doesn't fill all required fields during self-employed registration SD-4016
Username field doesn't take more than 8 characters SD-4017
Unregistered user should see a registration form SD-4018
Unregistered user should be able to see different account types SD-4019
Unregistered user should be able to see Account Type and Select Account Type labels SD-4020
Unregistered user should be able to return to main page from Sign Up page SD-4021
Unregistered user who wants to open Self-employed account should be able to fill relevant information SD-4022
Unregistered user account creation page- Required fields validation SD-4023
Unregisterted user doesn't check terms of usage SD-4024


yoll-titans.atlassian.net/jira/software/c/projects/SD/boards/1/backlog?issueLimit=100
Jira Software
Your work
Projects
Filters
Dashboards
Teams
Apps
Create
YollSDET
Software project
PLANNING
TI board
Board
Roadmap
Backlog
Active sprints
Reports
Issues
Components
DEVELOPMENT
Code
Releases
Project pages
Testing Board
Add shortcut
Project settings
Assigned to me
Recent
Boards
You have no open issues assigned to you
Go to Your Work page
Only My Issues
Recently Updated
VERSIONS
EPICS
14/Jun/22 9:19 AM • 27/Jun/22 10:00 AM
There are no issues
Backlog 91 issues
User (company) logs into MealB App
Unregistered user should be able to fill required fields during self-employed registration
Unregistered user doesn't fill all required fields during self-employed registration
Username field doesn't take more than 8 characters
Unregistered user should see a registration form
Unregistered user should be able to see different account types
Unregistered user should be able to see Account Type and Select Account Type labels
Unregistered user should be able to return to main page from Sign Up page
Unregistered user who wants to open Self-employed account should be able to fill relevant information
Unregistered user account creation page- Required fields validation
Unregisterted user doesn't check terms of usage

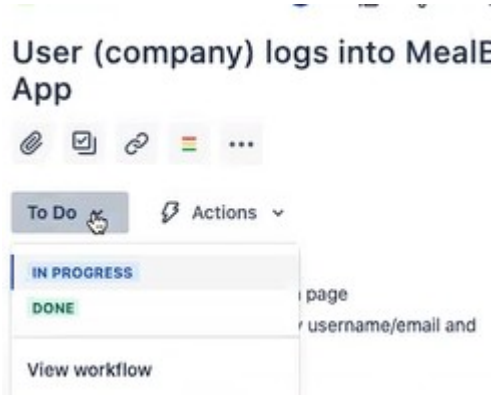


The tester creates only Bugs and Subtasks, not the Epic, story, and Task

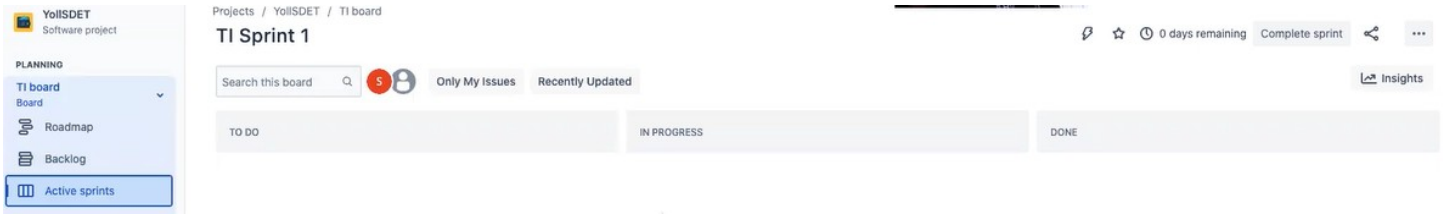
Different issue types in Jira

Name	Type
Bug A problem or error.	Standard
Epic A big user story that needs to be broken down. Created by Jira Software - do not edit or delete.	Standard
Story Functionality or a feature expressed as a user goal.	Standard
Task A small, distinct piece of work.	Standard
Sub-task A small piece of work that's part of a larger task.	Sub-Task

Statuses of issues (*To Do, In Progress, Done*)

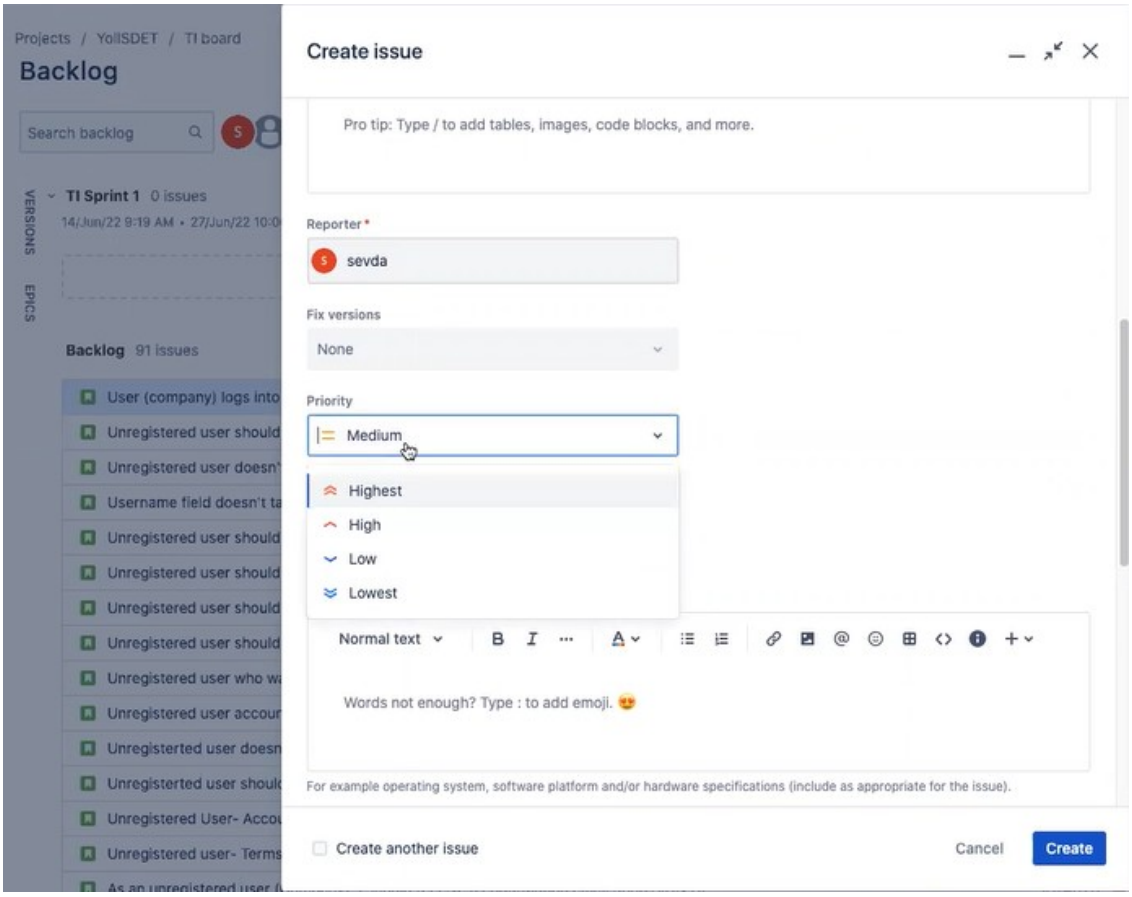


In Active sprints (TI Sprint 1), you can see To Do, In Progress, Done user stories.



Priorities of the Issues

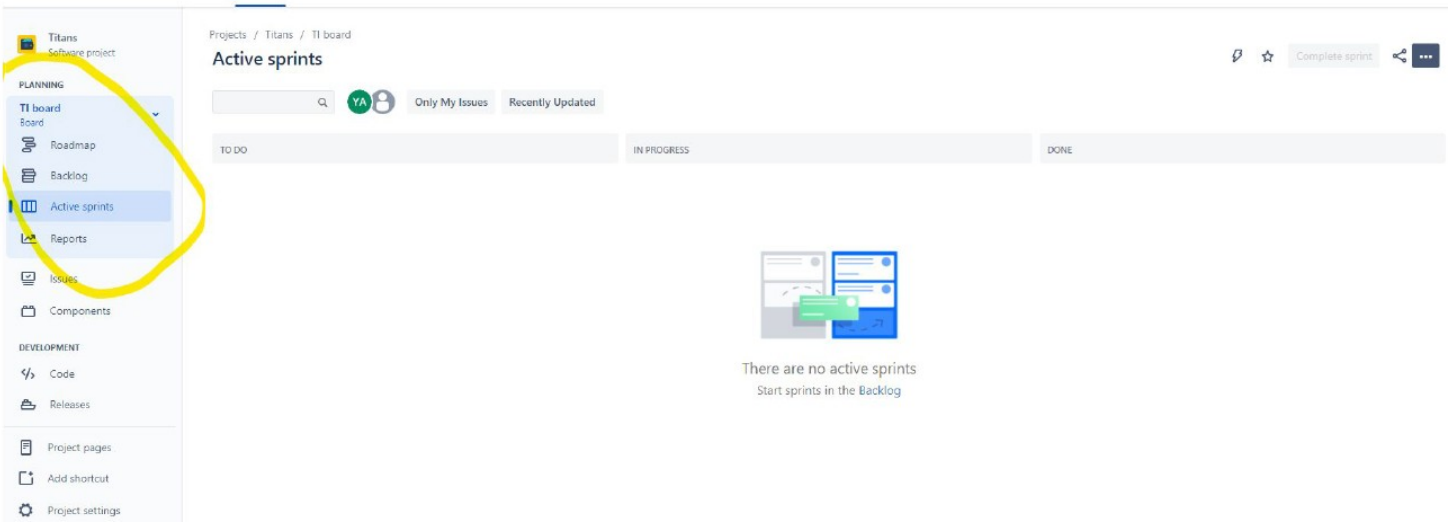
Name	Description	Icon	Color	Order
Highest	This problem will block progress.	↑		↓
High	Serious problem that could block progress.	↑		↑ ↓
Medium	Has the potential to affect progress.	↑		↑ ↓
Low	Minor problem or easily worked around.	↓		↑ ↓
Lowest	Trivial problem with little or no impact on progress.	↓		↑



Agile Board

- Boards are nothing but to track project progress
  - To Do
  - In Progress
  - Done
- Two types of Boards:
  - Scrum
  - Kanban
- Each board can be assigned only one project
- You can assign issues to that board from other projects

Navigate Board



AGILE BOARD ITEMS

Roadmap

- They are the plan for which work we'll be working on

Backlog

- Everything we are working or planning to work on will be here

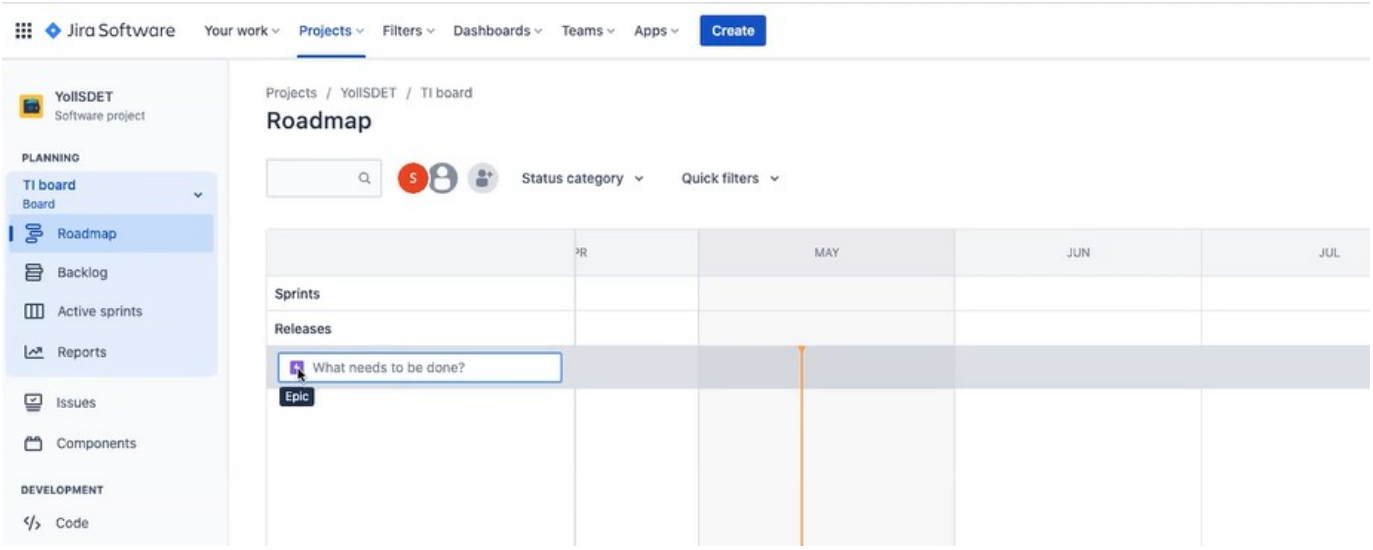
Active Sprints

- It'll show active sprints for the team

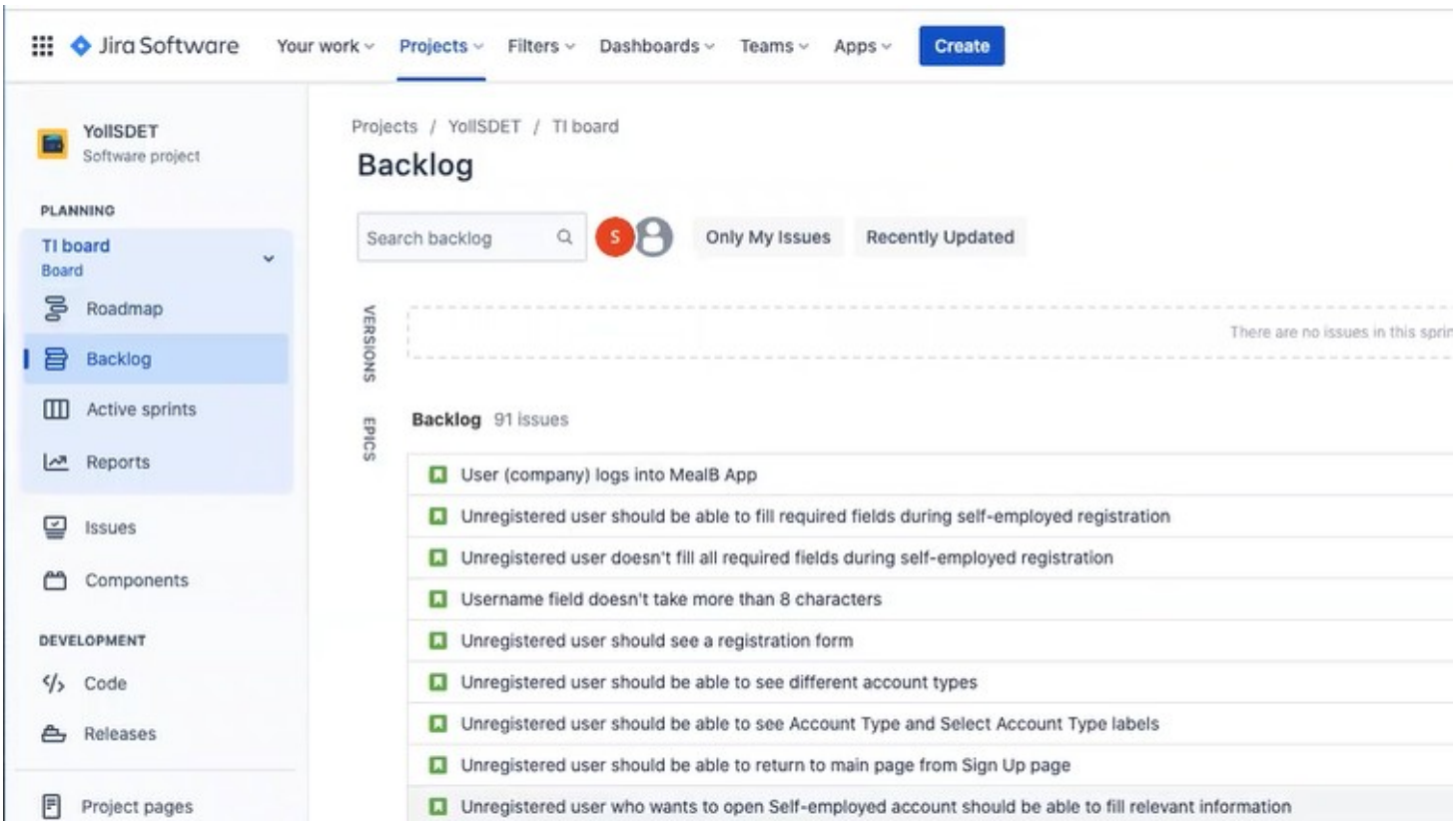
Reports

- Used for taking a work progress report (Burn Down/Up Charts)

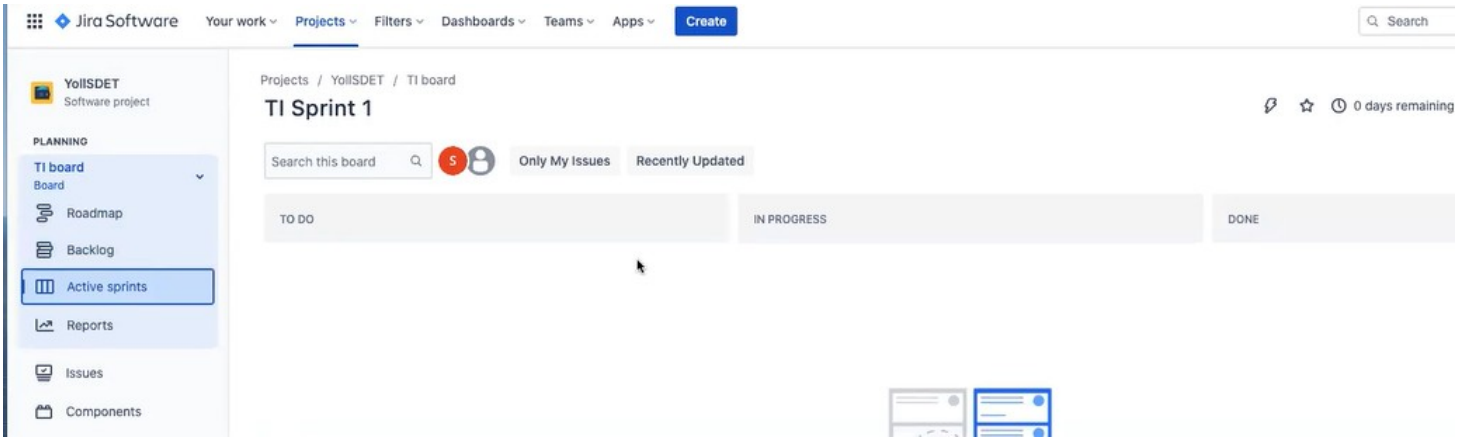
Roadmap



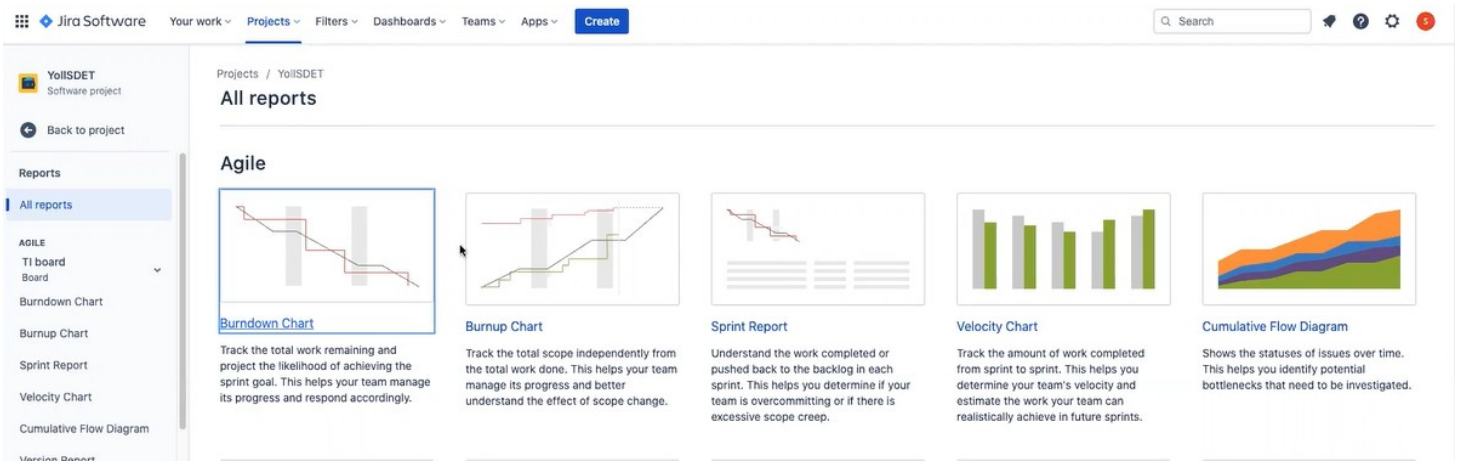
Backlog



Active sprints

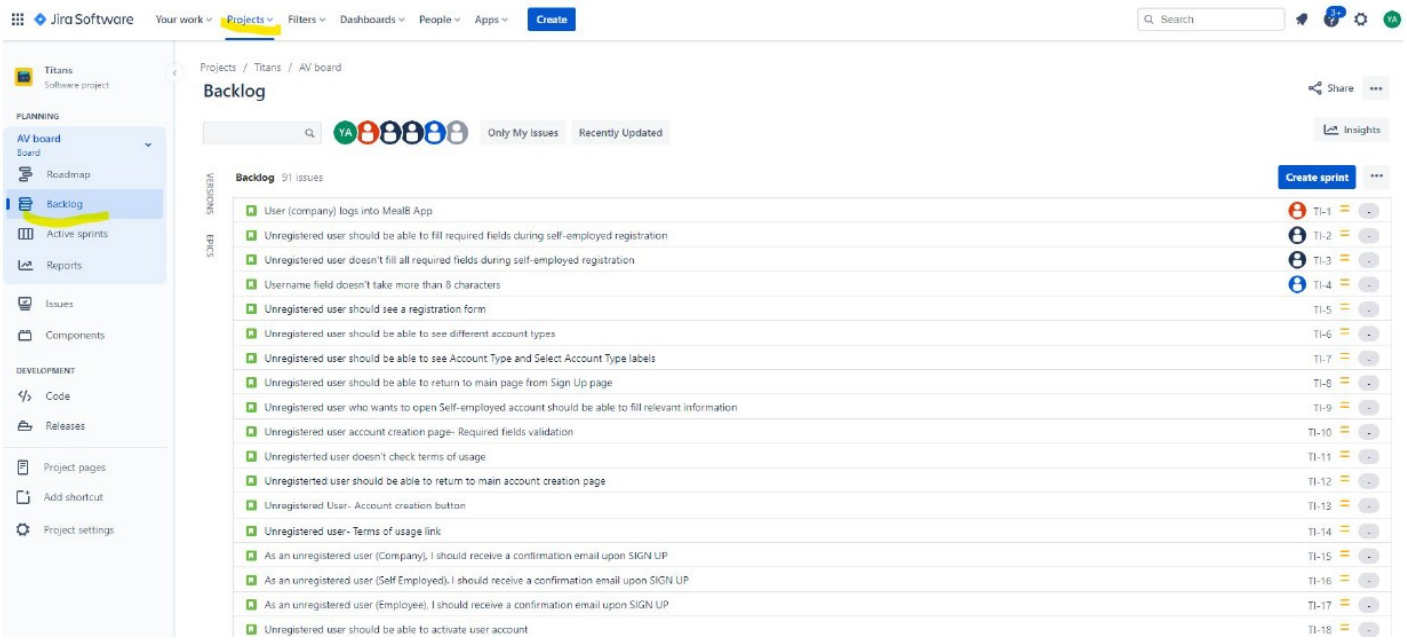


Reports


Jira Software
Your work
Projects
Filters
Dashboards
Teams
Apps
Create
Search
YollSDET
Software project
Back to project
Reports
All reports
AGILE
TI board
Board
Burndown Chart
Burnup Chart
Sprint Report
Velocity Chart
Cumulative Flow Diagram
Projects / YollSDET
All reports
Agile
Burndown Chart
Track the total work remaining and project the likelihood of achieving the sprint goal. This helps your team manage its progress and respond accordingly.
Burnup Chart
Track the total scope independently from the total work done. This helps your team manage its progress and better understand the effect of scope change.
Sprint Report
Understand the work completed or pushed back to the backlog in each sprint. This helps you determine if your team is overcommitting or if there is excessive scope creep.
Velocity Chart
Track the amount of work completed from sprint to sprint. This helps you determine your team's velocity and estimate the work your team can realistically achieve in future sprints.
Cumulative Flow Diagram
Shows the statuses of issues over time. This helps you identify potential bottlenecks that need to be investigated.

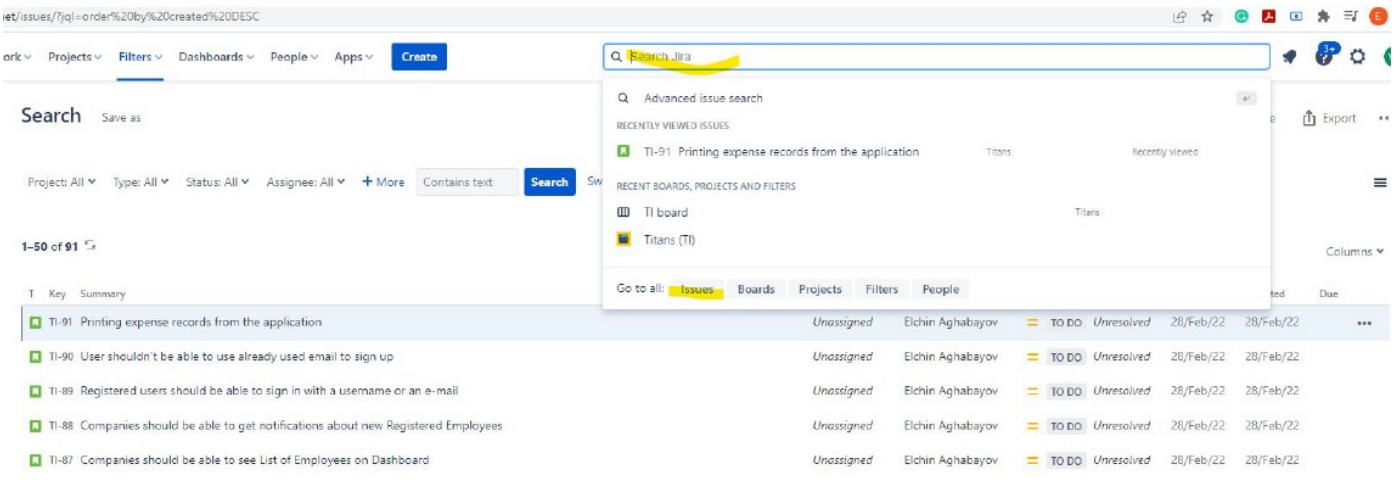
Creating and managing **roadmaps, epics, user stories, issues, bugs, backlog**, and **statuses of issues** (*To Do, In Progress, Done*) in **Jira** is a common practice in Agile project management. Below is a step-by-step guide with **examples** for an **Uber-like ride-sharing app**.

Navigate to Issues

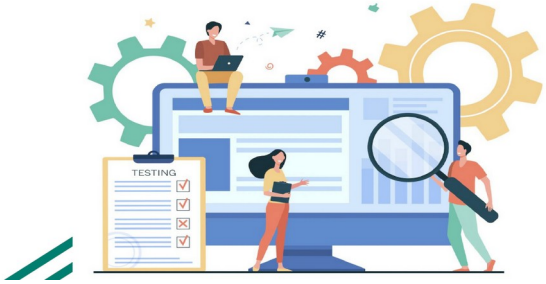

Jira Software
Your work
Projects
Filters
Dashboards
People
Apps
Create
Search
Titans
Software project
PLANNING
AV board
Board
Roadmap
Backlog
Active sprints
Reports
Issues
Components
DEVELOPMENT
Code
Releases
Project pages
Add shortcut
Project settings
Projects / Titans / AV board
Backlog
Share
Only My Issues
Recently Updated
Insights
Backlog 91 issues
Create sprint
VERSIONS
EPICS
User (company) logs into Meal8 App TI-1
Unregistered user should be able to fill required fields during self-employed registration TI-2
Unregistered user doesn't fill all required fields during self-employed registration TI-3
Username field doesn't take more than 8 characters TI-4
Unregistered user should see a registration form TI-5
Unregistered user should be able to see different account types TI-6
Unregistered user should be able to see Account Type and Select Account Type labels TI-7
Unregistered user should be able to return to main page from Sign Up page TI-8
Unregistered user who wants to open Self-employed account should be able to fill relevant information TI-9
Unregistered user account creation page- Required fields validation TI-10
Unregisterted user doesn't check terms of usage TI-11
Unregisterted user should be able to return to main account creation page TI-12
Unregistered User- Account creation button TI-13
Unregistered user- Terms of usage link TI-14
As an unregistered user (Company), I should receive a confirmation email upon SIGN UP TI-15
As an unregistered user (Self Employed), I should receive a confirmation email upon SIGN UP TI-16
As an unregistered user (Employee), I should receive a confirmation email upon SIGN UP TI-17
Unregistered user should be able to activate user account TI-18

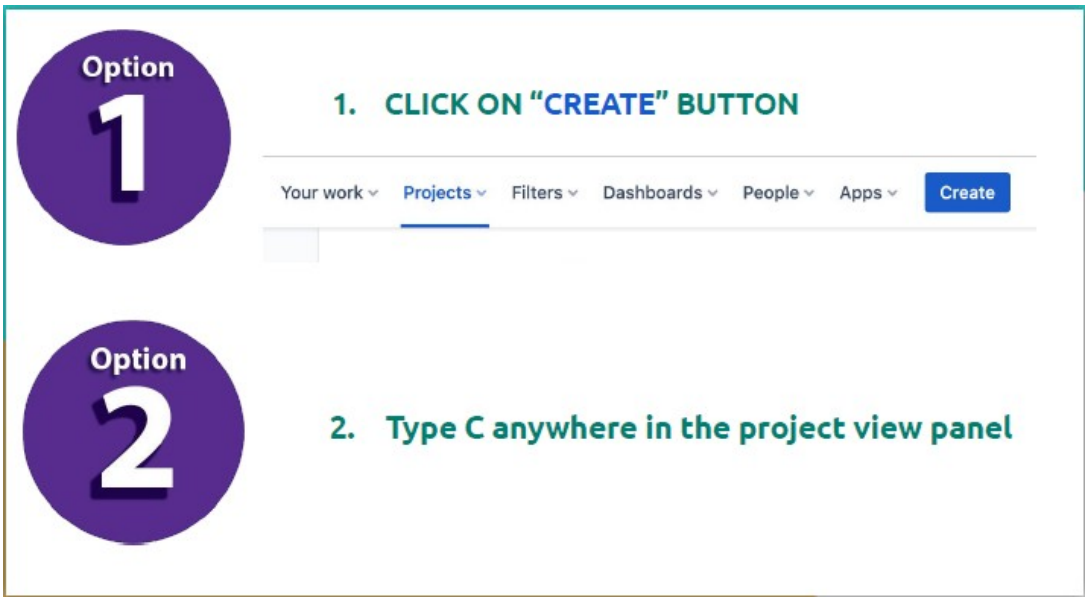
We can find the issues From Backlog, or search it:

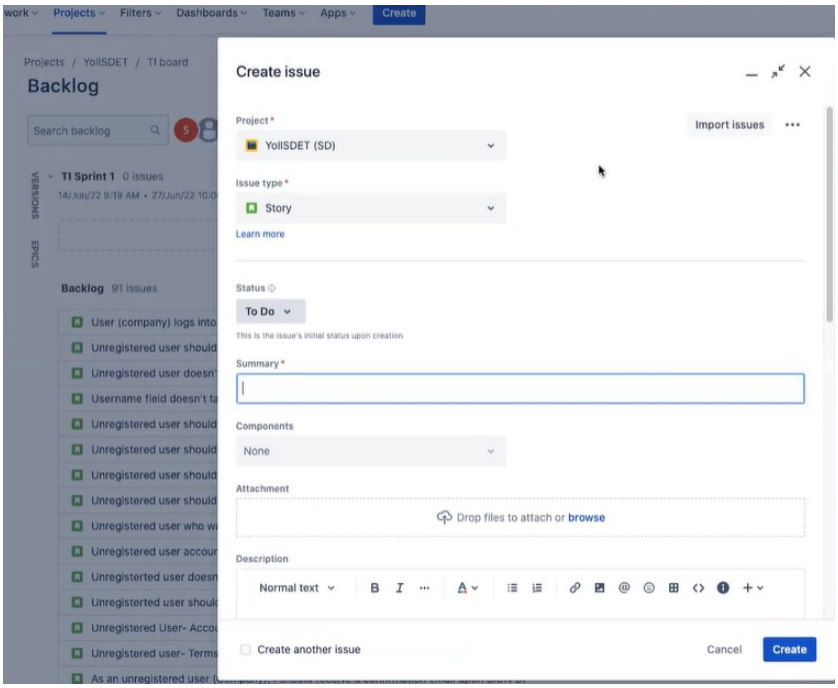
Navigate to Issues


Search Jira
Advanced issue search
RECENTLY VIEWED ISSUES
TI-91 Printing expense records from the application
RECENT BOARDS, PROJECTS AND FILTERS
TI board
Titans (TI)
Go to all: Issues Boards Projects Filters People
Search
Save as
Export
Project: All
Type: All
Status: All
Assignee: All
More
Contains text
Search
1–50 of 91
Columns
Key
Summary
TI-91 Printing expense records from the application Unassigned Elchin Aghabayov TO DO Unresolved 28/Feb/22 28/Feb/22
TI-90 User shouldn't be able to use already used email to sign up Unassigned Elchin Aghabayov TO DO Unresolved 28/Feb/22 28/Feb/22
TI-89 Registered users should be able to sign in with a username or an e-mail Unassigned Elchin Aghabayov TO DO Unresolved 28/Feb/22 28/Feb/22
TI-88 Companies should be able to get notifications about new Registered Employees Unassigned Elchin Aghabayov TO DO Unresolved 28/Feb/22 28/Feb/22
TI-87 Companies should be able to see List of Employees on Dashboard Unassigned Elchin Aghabayov TO DO Unresolved 28/Feb/22 28/Feb/22

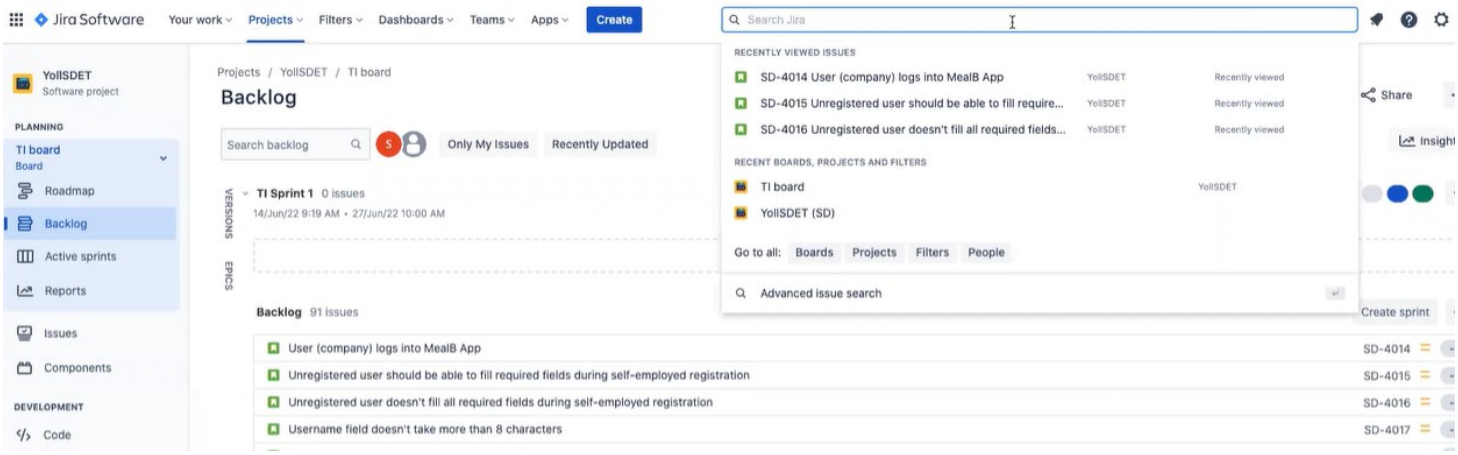
HOW TO CREATE AN ISSUE



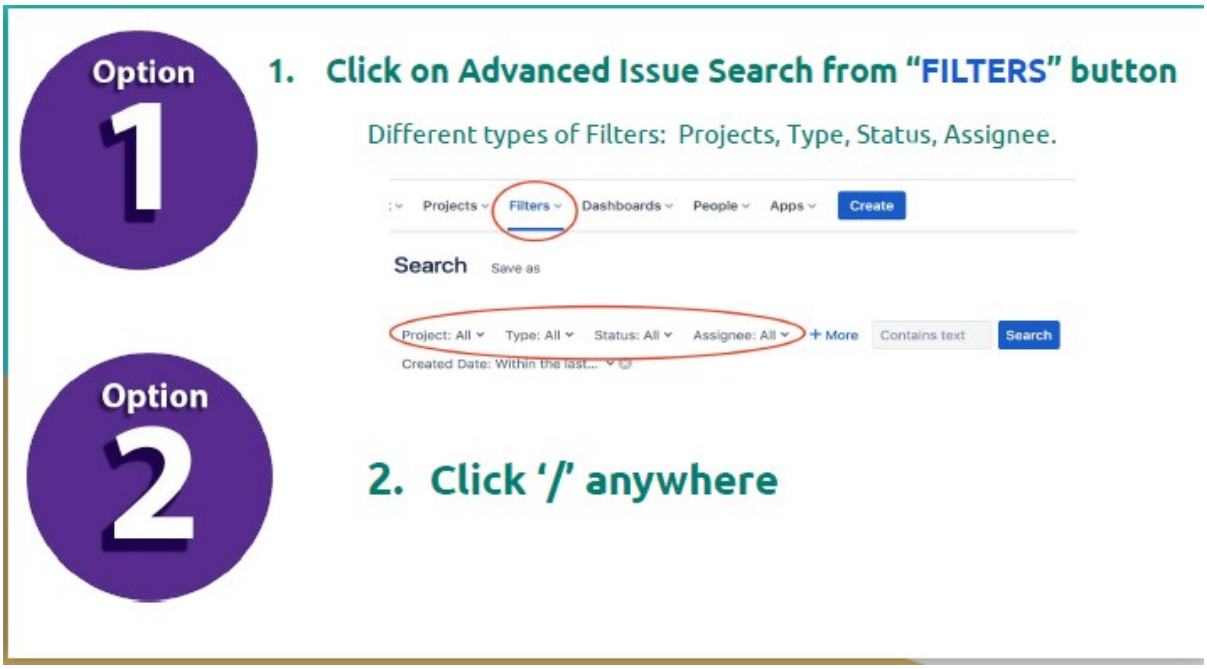

Option
1
1. CLICK ON "CREATE" BUTTON
Your work
Projects
Filters
Dashboards
People
Apps
Create
Option
2
2. Type C anywhere in the project view panel

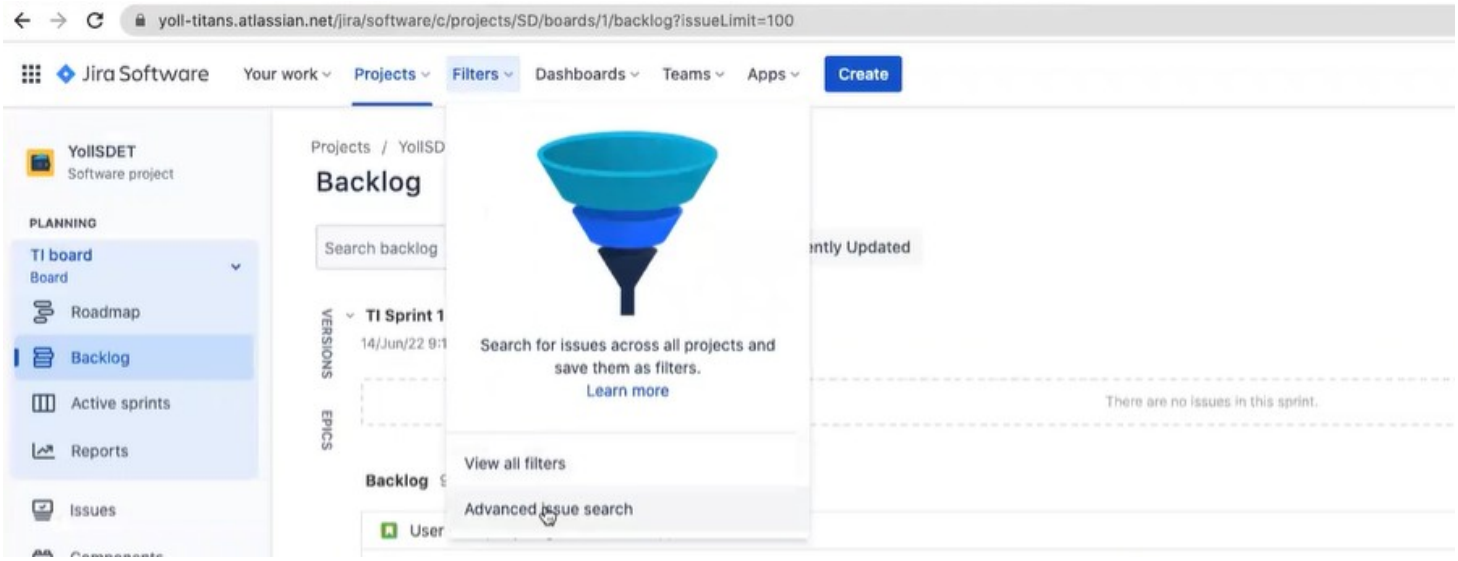

Projects
Filters
Dashboards
Teams
Apps
Create
Projects / YoIISDET / TI board
Backlog
Search backlog
TI Sprint 1 0 issues
Backlog 91 issues
Create issue
Project *
YoIISDET (SD)
Import issues
Issue type *
Story
Learn more
Status
To Do
This is the issue's initial status upon creation
Summary *
Components
None
Attachment
Drop files to attach or browse
Description
Normal text
Create another issue
Cancel
Create

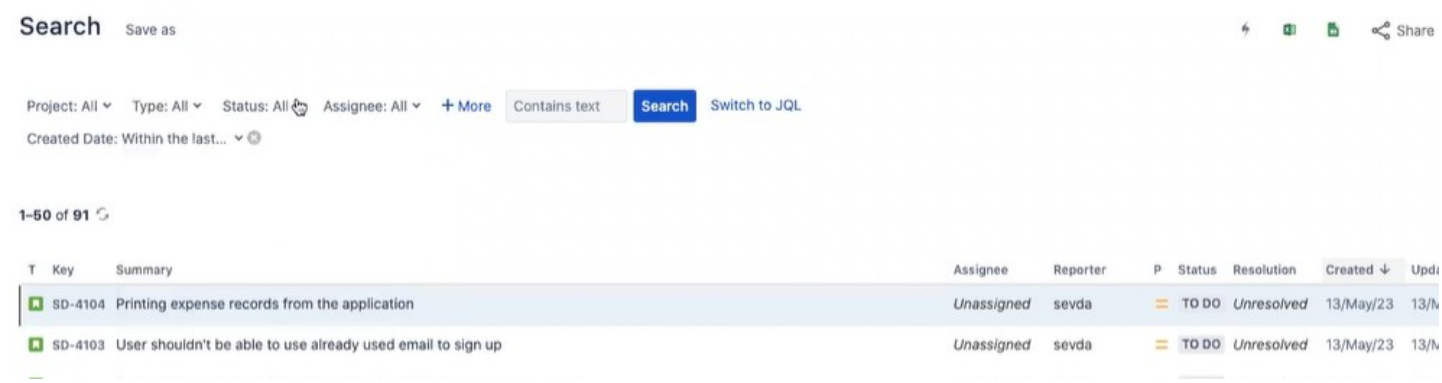
Search:



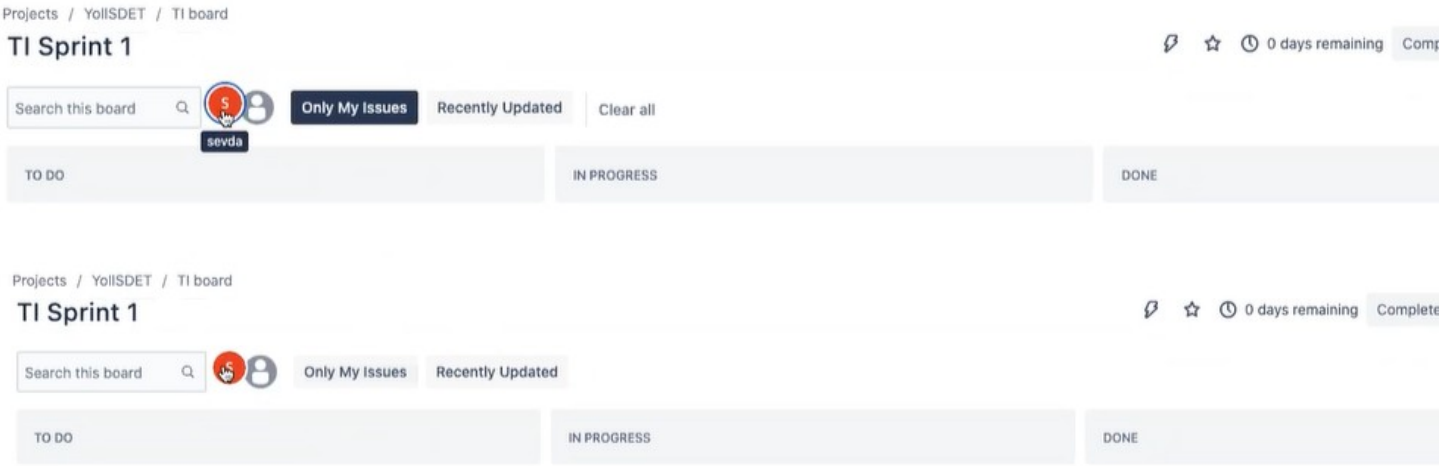
Advenced Search:






Search
Save as
Share
Project: All
Type: All
Status: All
Assignee: All
+ More
Contains text
Search
Switch to JQL
Created Date: Within the last...
1–50 of 91
T Key Summary Assignee Reporter P Status Resolution Created Upd
SD-4104 Printing expense records from the application Unassigned sevda TO DO Unresolved 13/May/23
SD-4103 User shouldn't be able to use already used email to sign up Unassigned sevda TO DO Unresolved 13/May/23

Then you can search by Project, Type, Status, assignee

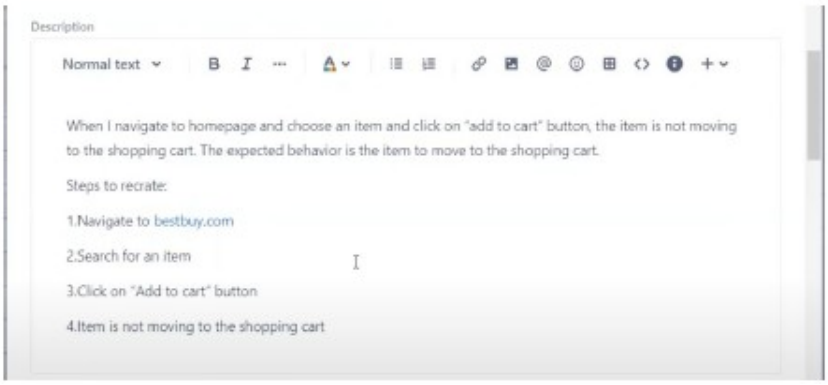


When you filter, make sure that you check and uncheck the filter.

The tester needs to ask the developer if it is a bug before creating it.

Bug must Haves

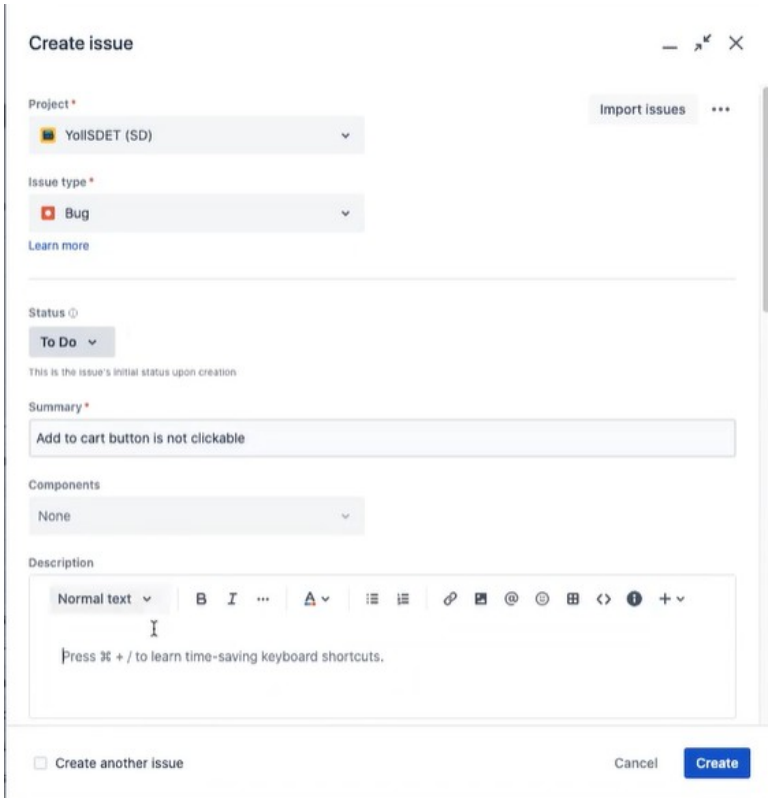
- Issue Type - BUG
- Summary - gives a high level overview (ex: **"Button is not clickable"**)
- Description - short description of the Bug (elaborate more on the issue, steps, evidences)


Description
Normal text
When I navigate to homepage and choose an item and click on "add to cart" button, the item is not moving to the shopping cart. The expected behavior is the item to move to the shopping cart.
Steps to recrate:
1.Navigate to bestbuy.com
2.Search for an item
3.Click on "Add to cart" button
4.Item is not moving to the shopping cart

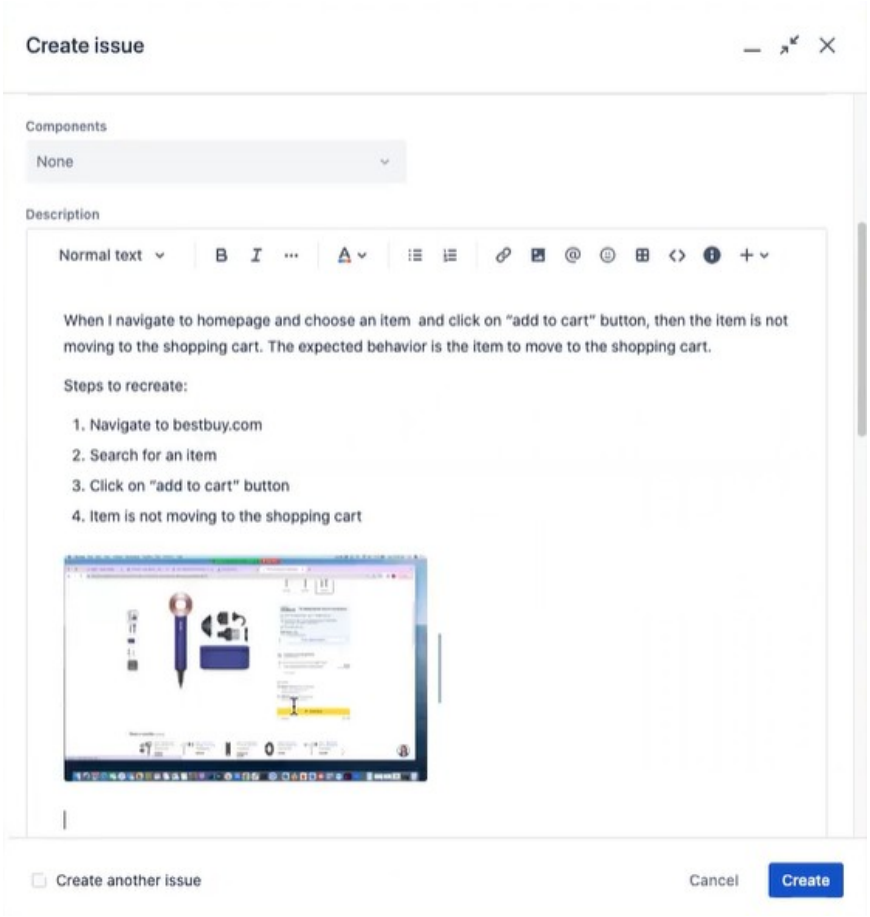
Bug Must Haves

- ***Reporter*** - your name.
- ***Priority*** - Stays as medium unless instructed otherwise by PO/BA
- ***Linked Issues*** - the user story it **blocks**
- ***Assignee*** - developer that worked on this User Story/Functionality
- ***Sprint*** - the sprint that you are working on this issue

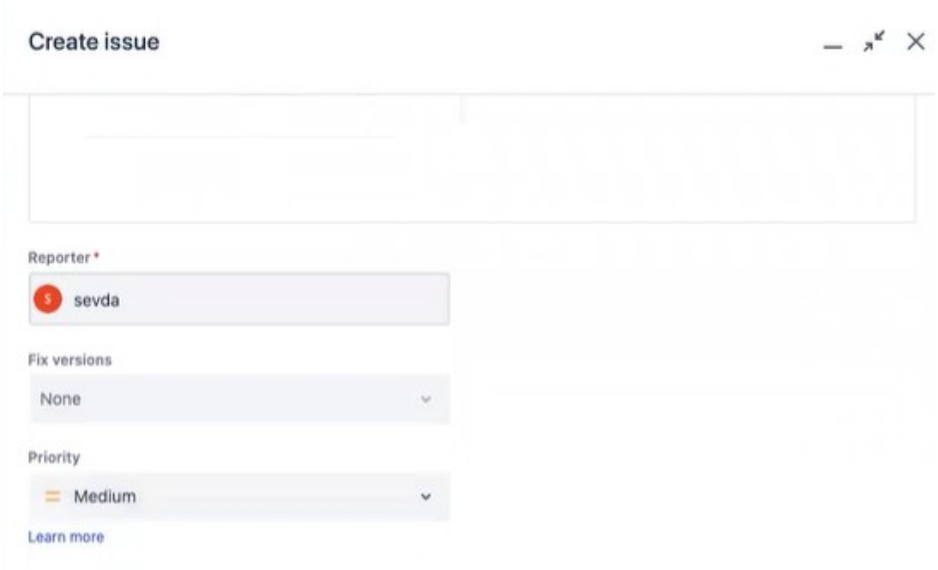
Choose the issue type, write a brief summary, and detailed description



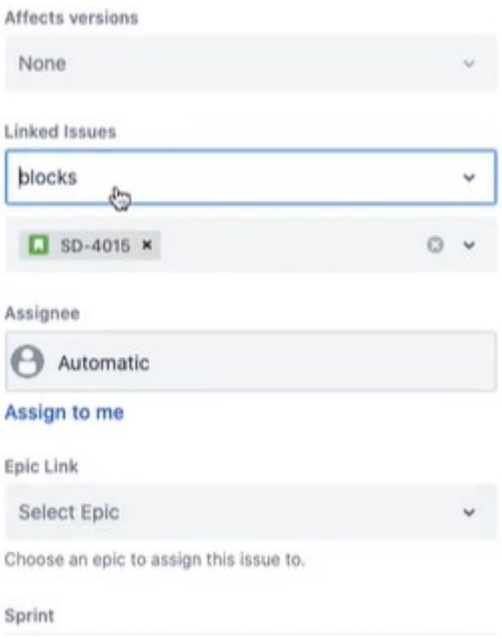
Adding a Description and a Screenshot


Create issue
Components
None
Description
Normal text
When I navigate to homepage and choose an item and click on "add to cart" button, then the item is not moving to the shopping cart. The expected behavior is the item to move to the shopping cart.
Steps to recreate:
1. Navigate to bestbuy.com
2. Search for an item
3. Click on "add to cart" button
4. Item is not moving to the shopping cart
Create another issue
Cancel
Create

Reporter and Priority



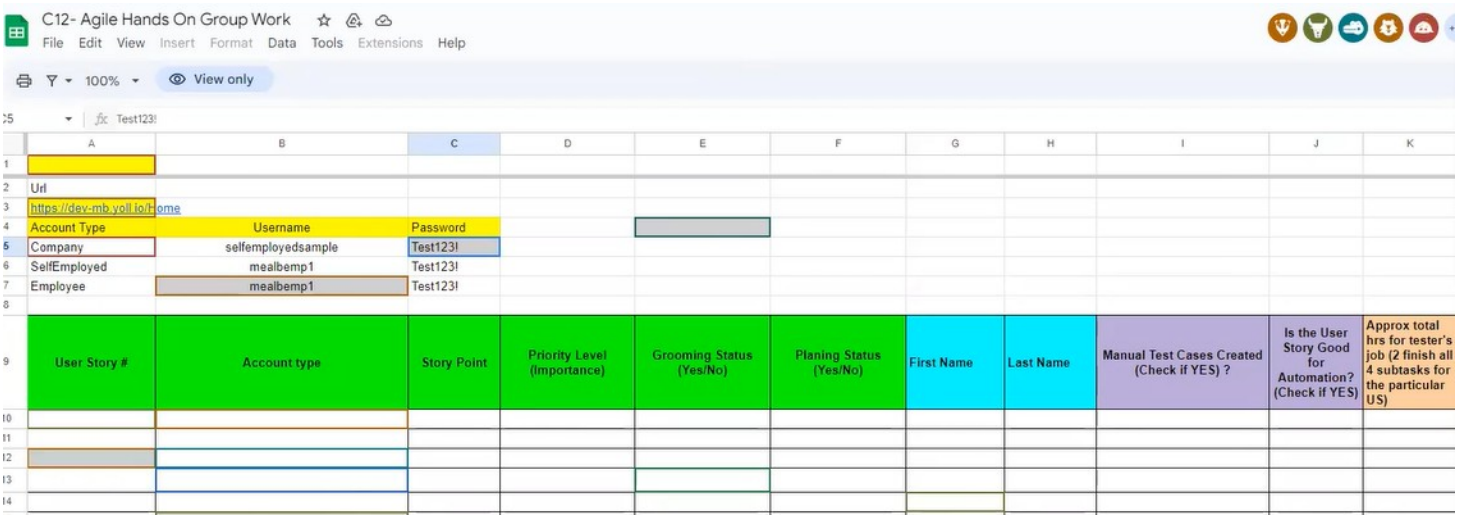
Linked Issues (choose blocks) and the Assignee



Bug is created, we can see the SD-4015

How to see the bug ?

Go to backlog, click on (ex: SD-4015)



C12- Agile Hands On Group Work

File Edit View Insert Format Data Tools Extensions Help

100% View only

Test123!

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Url										
3	https://dev-mb.yoll.io/home										
4	Account Type	Username	Password								
5	Company	selfemployedsample	Test123!								
6	SelfEmployed	mealbemp1	Test123!								
7	Employee	mealbemp1	Test123!								
8											
9	User Story #	Account type	Story Point	Priority Level (Importance)	Grooming Status (Yes/No)	Planing Status (Yes/No)	First Name	Last Name	Manual Test Cases Created (Check if YES) ?	Is the User Story Good for Automation? (Check if YES)	Approx total hrs for tester's job (2 finish all 4 subtasks for the particular US)
10											
11											
12											
13											
14											

---

1. Roadmap

A **roadmap** in Jira provides a high-level view of the project's timeline and key deliverables. It helps teams and stakeholders visualize the project's progress and priorities.

Steps to Create a Roadmap in Jira:

1. **Enable Roadmap**:
   - Go to your Jira project.
   - Click on **Plans** (or **Roadmap** depending on your Jira version).
   - Enable the roadmap feature if it's not already enabled.
2. **Create Initiatives**:
   - Add **initiatives** (high-level goals) to the roadmap.
   - Example:
     - Initiative 1: **Ride Booking** (Q1 2024)
     - Initiative 2: **Payment Integration** (Q2 2024)
     - Initiative 3: **Driver Management** (Q3 2024)
3. **Link Epics to Initiatives**:
   - Link epics (large features) to each initiative.
   - Example:
     - Under **Ride Booking**, create epics like:
       - Epic 1: **Book a Ride**
       - Epic 2: **Estimate Fare**
       - Epic 3: **Cancel Ride**
4. **Visualize the Roadmap**:
   - Use the roadmap view to see the timeline for each initiative and epic.

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2. Epics

Epics are large features or functionalities that can be broken down into smaller tasks (user stories). They help organize work into manageable chunks.

Steps to Create Epics in Jira:

1. **Create an Epic**:
    - Go to your Jira project.
    - Click on **Create** and select **Epic**.
    - Fill in the details:
        - **Summary**: Book a Ride
        - **Description**: Allow users to book a ride from their current location to a destination.
        - **Assignee**: Assign to a team or developer.
        - **Labels**: Add labels like ride-booking.
2. **Link Epics to the Roadmap**:
    - Link the epic to the corresponding initiative in the roadmap (e.g., **Ride Booking**).

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3. User Stories

User stories are small, actionable tasks that describe a feature from the user's perspective. They follow the format:

- **As a** [type of user], **I want** [some goal] **so that** [some reason].

Steps to Create User Stories in Jira:

1. **Create a User Story**:
    - Go to your Jira project.
    - Click on **Create** and select **Story**.
    - Fill in the details:
        - **Summary**: As a user, I want to book a ride so that I can get to my destination quickly.
        - **Description**: Add details like acceptance criteria or steps to reproduce.
        - **Assignee**: Assign to a developer.
        - **Labels**: Add labels like ride-booking.
2. **Link User Stories to Epics**:
    - Link the user story to the corresponding epic (e.g., **Book a Ride**).

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4. Issues

Issues in Jira represent tasks, bugs, or any work that needs to be done. They can be linked to user stories or epics.

Steps to Create Issues in Jira:

1. **Create an Issue**:
    - Go to your Jira project.
    - Click on **Create** and select **Task** or **Bug**.
    - Fill in the details:
        - **Summary**: Fix issue with fare calculation.
        - **Description**: Describe the issue in detail.
        - **Assignee**: Assign to a developer.
        - **Labels**: Add labels like bug.
2. **Link Issues to User Stories or Epics**:
    - Link the issue to the corresponding user story or epic (e.g., **Estimate Fare**).

5. Bugs

Bugs are issues that represent defects or problems in the software. They are tracked and resolved like any other issue.

Steps to Create Bugs in Jira:

1. **Create a Bug**:
    - Go to your Jira project.
    - Click on **Create** and select **Bug**.
    - Fill in the details:
        - **Summary**: Fare calculation is incorrect for long-distance rides.
        - **Description**: Describe the bug and steps to reproduce.
        - **Assignee**: Assign to a developer.
        - **Labels**: Add labels like bug.
2. **Link Bugs to User Stories or Epics**:
    - Link the bug to the corresponding user story or epic (e.g., **Estimate Fare**).

6. Backlog

The **backlog** is a prioritized list of work that needs to be done. It includes user stories, tasks, bugs, and epics.

Steps to Manage the Backlog in Jira:

1. **Add Items to the Backlog**:
    - All user stories, tasks, and bugs are automatically added to the backlog when created.
    - Example:
        - User Story: Book a Ride
        - Task: Implement fare calculation
        - Bug: Fix fare calculation issue
2. **Prioritize the Backlog**:
    - Drag and drop items to prioritize them.
    - Example:

        - High Priority: Book a Ride
        - Medium Priority: Estimate Fare
        - Low Priority: Cancel Ride

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7. Statuses of Issues: To Do, In Progress, Done

Jira uses **statuses** to track the progress of issues. Common statuses include **To Do**, **In Progress**, and **Done**.

Steps to Manage Statuses in Jira:

1. **To Do**:
    - When an issue is created, it is automatically in the **To Do** status.
    - Example:
        - User Story: Book a Ride (To Do)
2. **In Progress**:
    - When work begins on an issue, move it to **In Progress**.
    - Example:
        - User Story: Book a Ride (In Progress)
3. **Done**:
    - When the issue is completed, move it to **Done**.
    - Example:
        - User Story: Book a Ride (Done)

Example Workflow in Jira for an Uber-like App

Roadmap:

- **Initiative**: Ride Booking (Q1 2024)
    - **Epic**: Book a Ride
        - **User Story**: As a user, I want to book a ride so that I can get to my destination quickly.
            - **Task**: Implement ride booking API.
            - **Bug**: Fix issue with fare calculation.
        - **User Story**: As a user, I want to estimate the fare so that I can plan my budget.
            - **Task**: Implement fare calculation logic.

Backlog:

- **High Priority**:
    - User Story: Book a Ride (To Do)
    - Task: Implement ride booking API (To Do)
- **Medium Priority**:
    - User Story: Estimate Fare (To Do)

    - Task: Implement fare calculation logic (To Do)
- **Low Priority**:
    - Bug: Fix fare calculation issue (To Do)

Statuses:

- **To Do**:
    - User Story: Book a Ride
    - Task: Implement ride booking API
- **In Progress**:
    - User Story: Estimate Fare
    - Task: Implement fare calculation logic
- **Done**:
    - Bug: Fix fare calculation issue

Conclusion

By following these steps, you can effectively create and manage **roadmaps, epics, user stories, issues, bugs, backlog**, and **statuses** in Jira for an **Uber-like app**. This approach ensures that your team stays organized, prioritizes work effectively, and delivers high-quality features on time. Let me know if you need further clarification!

Recommended Video Tutorials

1. How to Create a Roadmap in Jira

- **Video Title**: *How to Create a Roadmap in Jira (Step-by-Step Tutorial)*
- **Platform**: YouTube
- **Link**: *(Replace with an actual link to a Jira roadmap tutorial)*
- **What You'll Learn**:
    - How to enable and use the roadmap feature in Jira.
    - How to create initiatives and link epics to them.
    - How to visualize your project timeline.

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2. How to Create Epics and User Stories in Jira

- **Video Title**: *How to Create Epics and User Stories in Jira*
- **Platform**: YouTube
- **Link**: *(Replace with an actual link to a Jira epics and user stories tutorial)*
- **What You'll Learn**:
    - How to create epics and link them to initiatives.
    - How to write user stories and link them to epics.
    - How to prioritize user stories in the backlog.

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3. How to Manage Issues and Bugs in Jira

- **Video Title**: *How to Create and Manage Issues and Bugs in Jira*
- **Platform**: YouTube
- **Link**: *(Replace with an actual link to a Jira issues and bugs tutorial)*
- **What You'll Learn**:
  - How to create tasks, bugs, and other issues in Jira.
  - How to link issues to user stories or epics.
  - How to assign issues to team members.

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4. How to Manage the Backlog in Jira

- **Video Title**: *How to Manage the Backlog in Jira*
- **Platform**: YouTube
- **Link**: *(Replace with an actual link to a Jira backlog tutorial)*
- **What You'll Learn**:
  - How to add items to the backlog.
  - How to prioritize tasks and user stories.
  - How to plan sprints using the backlog.

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5. How to Use Statuses in Jira (To Do, In Progress, Done)

- **Video Title**: *How to Use Statuses in Jira (To Do, In Progress, Done)*
- **Platform**: YouTube
- **Link**: *(Replace with an actual link to a Jira statuses tutorial)*
- **What You'll Learn**:
  - How to move issues through different statuses (To Do, In Progress, Done).
  - How to customize workflows in Jira.
  - How to track progress using statuses.

How to Find These Videos

1. Go to **YouTube**.
2. Search for the video titles mentioned above (e.g., *How to Create a Roadmap in Jira*).
3. Look for videos from reputable sources like **Atlassian**, **Agile Coach**, or **Jira Experts**.

Example Workflow in Jira (Uber-like App)

Roadmap:

- **Initiative**: Ride Booking (Q1 2024)
  - **Epic**: Book a Ride
    - **User Story**: As a user, I want to book a ride so that I can get to my destination quickly.

        - **Task**: Implement ride booking API.
        - **Bug**: Fix issue with fare calculation.
    - **User Story**: As a user, I want to estimate the fare so that I can plan my budget.
        - **Task**: Implement fare calculation logic.

Backlog:

- **High Priority**:
    - User Story: Book a Ride (To Do)
    - Task: Implement ride booking API (To Do)
- **Medium Priority**:
    - User Story: Estimate Fare (To Do)
    - Task: Implement fare calculation logic (To Do)
- **Low Priority**:
    - Bug: Fix fare calculation issue (To Do)

Statuses:

- **To Do**:
    - User Story: Book a Ride
    - Task: Implement ride booking API
- **In Progress**:
    - User Story: Estimate Fare
    - Task: Implement fare calculation logic
- **Done**:
    - Bug: Fix fare calculation issue